

IEP ORGANIZATION

Skills Inventory Data
Green Bridge

Name: _____ Year: _____
Grade Level: _____ Date: _____
Reading

Word Recognition- _____
S- _____
W- _____

Oral Reading- _____
S- _____
W- _____

Reading Comprehension- _____
S- _____
W- _____

Reading Comprehension- _____
S- _____
W- _____

Functional Word Recognition- _____
S- _____
W- _____

Placement Test- _____
S- _____
W- _____

Computation- _____
S- _____
W- _____

Number Identification- _____
S- _____
W- _____

Word Problems- _____
S- _____
W- _____

Math

Skills Inventory Data
Yellow Bridge

Name: _____ Year: _____

Physical development
(Fine motor, walking, running, jumping, eating, & throwing)

(Fine Motor, eye hand, build tower, handwriting, drawing and cutting)

Language
(Personal ID, following directions, identifies pictures, body parts and colors)

Cognitive / academics
(Literacy: Experience with books, recite alphabet, identifies letters, sounds, colors)

(Math: Numbers, rote counting, shape, quantiles add and money)

Social / emotional
(Adult and peer relationships, talking, washing hands)

7 STEPS TO RUNNING A SMOOTH IEP MEETING

ONE

Prep Ahead for the Meeting:

- Keep in Draft Form
- Data collection forms
- Forms - testing pages, AT checklist, behavior plan, ect.
- Minutes (Name, parent name, time, date, purpose)
- Agenda
- Record of Access
- Rights
- Prep an envelope for the parent to take home papers

TWO

Have a Draft

- Could send home before meeting
- Make copies to share
- Write it early so someone can proofread it.

THREE

Organize folder/papers for the meeting to go along with the agenda

FOUR

Time management

- Reminders to Team
- Roles on team
- Have a time keeper

FIVE

At meeting, stay on track with the agenda

- Use data forms to review progress
- Keep conversations on topic
- Use a "parking lot" for other issues

SIX

Make sure forms are completed correctly

- Make sure everyone has signed everything (lots of papers)
- Make sure everyone has the copies they need
- Envelope for parent

SEVEN

At the close of the meeting use the data collection form and the IEP order form to put your paperwork in order

IEP ORGANIZATION

MINUTES OUTLINE FOR IEP MEETINGS

MEETING DATE: _____
PURPOSE OF MEETING: _____

Results:

- Parent attendance
- Introductions
- Sped. rights
- Record of access

Student profile

- Strengths of student
- Parental concerns
- Student preferences
- Results of recent evaluations
- Academic needs
- Other

Special Instructional Factors

- Note: what was checked

Goal page

- List the area of concern and goal

Services

- List services frequency and time for every goal
- Supplementary aids/services discussed and agreed upon
- Testing accommodations
- Related services if applicable

FBA (if applicable)

- List targeted behavior
- Frequency and location of behavior
- List interventions

Signature Page

- Reason for being pulled out of the classroom
- IEP code
- Everyone signed in agreement

Testing Accommodation Page

Assistive Technology

Medical Form - one time consent only

Notice of Proposal

- Tell how copies were provided to parent
- List any follow-up: ("Minutes read aloud, everyone agreed and signed")

AGENDA *annual iep*

Student:
Date: Time:

Introduction:

- Introduce names and role in the meeting
- State the purpose of the meeting
- Meeting norms/rules
- Record of Access signed by team members

Development of the IEP:

- Profile page
- Annual review of all data reviewed
- Interview of parent and/or teacher about behavior
- Goal pages (all needed: math, reading, writing, behavior, ect.)

Services

- Supplementary
- SPED
- Accommodations for assessments
- Support for personnel (if needed)

AT checklist

Testing pages developed and uploaded into SET@

NOPRA

Signature Page

Copy of Amended IEP, minutes, rights, and NOPRA sent home with parent



- THIS IEP ORGANIZATION PRODUCT INCLUDES:
- BRIGANCE DATA SHEETS
 - 7 STEPS TO RUNNING A SMOOTH IEP MEETING
 - PREPARING FOR IEP SEASON
 - FIVE MINUTE OUTLINES FOR IEP MEETINGS
 - FERPA NOTICE
 - ANNUAL IEP AGENDA
 - IEP AMENDMENT MEETING AGENDA
 - FBA REVIEW IEP AGENDA
 - PARKING LOT
 - CONFERENCE NOTES

SPECIAL EDUCATION FORMS

**PLEASE DO NOT
DISTURB!**



meeting is in progress

**THESE IEP
ORGANIZATION
FORMS ARE
PERFECT TO HELP
YOU PREP AND
STAY
ORGANIZED
THROUGHOUT
THE YEAR!**